

PLANNING FAQ'S

NOTE: The Madison County Planning Commission only has jurisdiction in the unincorporated part of the county. If you live in a city or town, you will need to contact that city or town for zoning information, building permit information, or any other questions regarding land use information.

Q: Where is the Planning Commission located?

A: We are in Suite 200 on the second floor of the Madison County Government Center, 16 East 9th Street, Anderson, Indiana.

Q: When does the Planning Commission meet?

A: The Planning Commission meets the 2nd Tuesday of each month at 9:00am in the Commissioner's Court, located on the first floor of the Madison County Government Center

Q: When does the Board of Zoning Appeals (BZA) meet?

A: The BZA meets the 4th Tuesday of each month at 9:00am in the Commissioner's Court, located on the first floor of the Madison County Government Center.

Q: What is my property zoned?

A: If you are in the unincorporated part of the county, you may visit <https://mccog.maps.arcgis.com/apps/webappviewer/index.html?id=09bf2f0e07a243ffb262793cf106cd01> and scroll to your property. Once you have scrolled to your property, you have two options. Open the layers tab and select "County Zoning" or select your parcel which will bring up a box that will tell you the zoning of the property underneath the Owner Address. Or, you may contact the Planning Commission at 765-641-9541 and we will acquire this information for you. Please be sure to have the address or the parcel number of the property.

Q: I would like to divide my property. What are the requirements?

A: The division of property for building purposes is dependent on many factors: what was the parent tract as of July 15, 2002; in which zoning district is the parcel; how large is the parcel; does the parcel have connectivity to public water and sewer. All of these factors, among others, determine whether a parcel may be split and whether a waiver(s) is required before the property is split. Splitting a property requires an Administrative Plat to be established. The Administrative Plat process is an administrative process, so there are no filing deadlines. Please

contact the Planning Commission at 765-641-9541 or at bnewman@madisoncounty.in.gov for platting questions and information on the platting process.

Q: May I run a business from my home/garage?

A: In most zoning districts, one may operate certain types of businesses out of their home. The requirements for this is found in Article 6.16 of the Land Use and Development Code under “Type I Home Occupations”. Operating a business out of an accessory structure (unattached garage, pole barn, etc.) requires a Special Use in every Zoning District. In Article 3 of the Land Use and Development Code, it is specified what type of businesses are permitted or require a Special Use within each Zoning District. If a business is not mentioned in either the Permitted column or the Special Use column, **AND/OR** is not described in the “Type II Home Occupations” found in Article 6.16 of the Land Use and Development Code, it may not be established in that Zoning District. Please contact the Planning Commission at 765-641-9541 with any assistance regarding the establishment of a new business in the unincorporated part of the county.

Q: What is a Special Use?

A: A Special Use is a specified use within a Zoning District that requires approval from the Board of Zoning Appeals (BZA). The BZA will conduct a public hearing for a Special Use petition and make a decision, based on testimony and evidence, whether or not to approve the petition. The BZA may place conditions on a Special Use beyond what the petitioner has agreed. The Special Use petition is available on this website or you may visit the office to obtain a copy. For further questions regarding a Special Use, please contact the Planning Commission at 765-641-9540.

Q: If I file a petition and it is denied, is the fee I pay refunded?

A: No, it is no. Filing fees are used for administrative costs.

Q: What type of construction requires a permit?

A: Any structure for any use that exceeds 120 square feet in area and/or has a permanent foundation (including buildings and structures other than buildings such as towers, antennas, and satellite dishes). Also, any temporary use of land or temporary structure, signs, swimming pools, additions to any structures, demolition, surface and sub-surface drainage work and/or grading excluding agricultural uses, and ponds over 1.5 acres. For a complete list, please visit Article 13.7 of the Land Use and Development Code. You may also contact the Planning Commission at 765-641-9540.

Q: How much does a permit cost?

A: An Improvement Location Permit (building permit) varies in cost. Please see the most recent Planning Commission Fee Schedule which is located on this website. Or, you may contact the Planning Commission at 765-641-9541.

Q: How do I file a complaint regarding junk cars, trash, debris, etc., and other types of Code Violations?

A: Code Violation complaints must be submitted on the Violation Complaint Form. The Violation Complaint Form must be complete (include your contact information). The name and contact information of the complainant is kept confidential. The Violation Complaint Form is located on this website. You may also visit the Planning Commission office to acquire a copy, or email bnewmand@madisoncounty.in.gov and a copy of the form will be emailed to you.